Disciplinary Segregation

601.1 PURPOSE AND SCOPE

This policy specifically addresses disciplinary segregation and guiding principles relating to the conditions attached to that segregation. It will provide guidance to the staff on acceptable practices with regard to management of inmates in disciplinary segregation or classified as requiring special management needs.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Disciplinary segregation - A status assigned to an inmate after a disciplinary hearing in which the inmate was found to be in violation of a correctional facility rule or state or federal law. This status may result in separating the inmate from the rest of the inmate population to serve the consequence imposed.

601.2 POLICY

The Thurston County Sheriff's Office will maintain a disciplinary segregation unit to house inmates who, after an impartial due process hearing, are being sanctioned for violating one or more correctional facility rules. Restrictions on privileges will be subject to the disciplinary process and in accordance with this policy.

601.3 DISCIPLINARY SEGREGATION

Inmates may be placed into disciplinary segregation only after an impartial hearing to determine the facts of the rule violation, in accordance with the office Inmate Discipline Policy. The hearing officer shall impose discipline in accordance with established practices. Maximum discipline for any one incident, regardless of the number of rules violated, shall not exceed 15 days.

Inmates who are in disciplinary segregation for more than 30 days shall have their case reviewed by the Inmate Services Lieutenant. The review will include a consultation with health care and mental health staff.

601.4 INMATE ACCESS TO SERVICES

The ability to discipline inmates for conduct violations is not absolute. Absent legitimate government reason, inmates continue to have a right to receive certain services. However, inmates in disciplinary segregation, in accordance with the Inmate Discipline Policy, or special management inmates, who are disciplined for one or more rule violations, may be subject to loss of privileges or credit for good time and work.

Services to provide for basic human needs must continue to be made available. There are minimum service requirements that must be maintained to ensure the facility continues to operate in a constitutional manner. All custody staff will adhere to the following policy sections to guide them in the supervision of inmates held in disciplinary isolation or classified as requiring special management needs.

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601.4.1 MEDICATION, CLOTHING AND PERSONAL ITEMS

Special management inmates will be provided with clothing that identifies their status, but in no case will this clothing be used to intentionally disgrace the inmate.

Absent unusual circumstances, disciplinary segregation inmates will continue to have the access to:

- Clean laundry
- Clothing exchanges
- Bedding and linen exchanges

601.4.2 SHOWERING AND PERSONAL HYGIENE

Inmates in disciplinary segregation should be allowed to shower with the same frequency as the general inmate population, if reasonably practicable, but at minimum shall be afforded the opportunity to shower at least every other day. The opportunities for each inmate to shave, if appropriate and shower will be documented on the disciplinary segregation unit log.

Exceptions to this policy can only be made when the restriction is determined to be reasonably necessary for legitimate government purposes. Any exceptions to this basic requirement must be reviewed and approved by the Shift Supervisor. The circumstances necessitating a restriction must be clearly documented.

601.4.3 DENIAL OF AUTHORIZED ITEMS OR ACTIVITIES

Personal items may be withheld when it reasonably appears that the items will be destroyed by the inmate or it is reasonably believed that the personal item will be used for a self-inflicted injury or to harm others.

Whenever an inmate in disciplinary segregation is denied personal care items or activities that are usually authorized to the general population inmates, except for restrictions imposed as a result of a disciplinary hearing, the corrections deputy taking such action shall prepare a report describing the circumstances that necessitated the need to restrict personal items or activities. The report shall be submitted to a supervisor for review, who will then forward it to the Chief Deputy of Corrections. A copy of the report shall be placed in the inmate’s file.

601.4.4 MAIL AND CORRESPONDENCE

Inmates in disciplinary segregation shall have the same privileges to write and receive correspondence as inmates in general population, except in cases where inmates violated correspondence regulations. In such cases, mail privilege may be suspended. The Chief Deputy of Corrections or the authorized designee shall approve all mail privilege suspensions that exceed 72 hours. Legal mail shall not be suspended from access or delivery to the inmate.

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601.4.5 VISITATION
Inmates in disciplinary segregation shall have the same opportunities for visitation as general population inmates, and based on their housing location except when the visitation privileges are suspended pursuant to a sanction imposed by the disciplinary hearing officer. Disciplinary sanctions that limit or curtail visitation must be clearly documented and approved by a supervisor if not a condition of the original approved discipline.

601.4.6 READING AND LEGAL MATERIALS
Inmates in disciplinary segregation include loss of library services with the exception of religious or legal materials. Access to courts and legal counsel shall not be suspended as a disciplinary measure.

601.4.7 EXERCISE
Inmates in disciplinary segregation shall be given a minimum of three hours of exercise per week outside of their cell. Exceptions to this may occur if there are legitimate security or safety considerations. The circumstances relating to the limitation of exercise shall be documented in an incident report. The report shall be reviewed and the restriction shall be approved by a supervisor.

601.4.8 LIMITED TELEPHONE PRIVILEGES
Inmates in disciplinary segregation may have their telephone privilege restricted or denied. Exceptions include the following:

(a) Making calls to attorneys

(b) Responding to verified family emergencies when approved by a supervisor

All telephone access based on the above exceptions shall be documented on the unit log.

601.4.9 BEDDING AND CLOTHING
Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to harm him/herself or others or for something other than the intended purpose. Clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue. The decision to continue to deprive the inmate of these articles must be made by the shift supervisor and reviewed at least once every day.

601.5 DISCIPLINARY DETENTION DIET
Under no circumstances will an inmate be denied food as a means of punishment. A disciplinary detention diet may only be used for major violations of correctional facility rules. No inmate receiving a prescribed medical diet is to be placed on a disciplinary detention diet without review and written approval of the Responsible Physician or pursuant to a written plan approved by the Responsible Physician. Disciplinary detention diets may be served at every meal and must meet statutorily prescribed minimum food and nutritional requirements as described in the Disciplinary Detention Diet Policy.

Before any inmate is placed on a disciplinary detention diet, the following shall occur:

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(a) The contract medical staff shall review the medical condition and history of the inmate and approve the alternative meal service.

(b) The Chief Deputy of Corrections shall review the incident report and medical reports and shall approve the use of a disciplinary detention diet.

(c) The custody staff and qualified health care professionals shall monitor these special circumstances and report their observations to the Chief Deputy of Corrections.

(d) Disciplinary detention diets shall not be served in any case for more than 72 hours without the written approval of the Chief Deputy of Corrections and the contract medical provider..

601.6 MENTAL HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of segregation, health evaluations should include notations of any bruises and other trauma markings, and the qualified health care professional's comments regarding the inmate's attitude and outlook.

(a) Mental health staff or a qualified mental health professional should also conduct weekly rounds.

When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, the mental health progress notes and management plan should reflect the changed environment. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs or other factors) the special management treatment plan should be updated to reflect this.

Where reasonably practicable, a qualified health care professional should provide screening for suicide risk following admission to the segregation unit.

601.7 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all disciplinary segregation inmates at least every hour on an irregular schedule.

Inmates who are at risk of suicide shall be under 15 minute observation until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

Disciplinary segregation inmates shall receive increased monitoring to include at a minimum:

(a) A visit by the housing sergeant or designee once a day.

(b) Visits by program staff, when appropriate.

(c) Visits by a qualified health care professional if needed.

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All management, program staff and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

601.7.1 DOCUMENTATION OF SEGREGATION CHECKS
Segregation rounds shall be documented on door observation sheets, logs and/or rounds forms, and include the following:

(a) Date and time of contact

(b) Signature or initials of the member making rounds

(c) Any needed referrals

(d) All significant findings and observations, medical assessment, treatment, recommendations, notifications and actions should be documented in the inmate's health record

601.8 LOG PROCEDURES

All management, program staff and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

Handwritten logs should be completed in ink. Once an entry is made it should not be modified. If corrections or changes are needed they should be done by way of a supplemental entry.

Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum the log will contain the following:

- Inmate name
- Inmate identification number
- Housing location
- Classification status
- Date admitted
- Date and time of entry and exit from the cell
- Type of infraction or reason for admission
- Tentative release date
- Any special medical or psychiatric problems or needs
- Counseling for behavior

Log entries should be legible, entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

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The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Supervisors should review the logs during the shift and enter comments as appropriate. At minimum, supervisors should enter the date and time of each review.

601.8.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Shift Supervisor shall review and evaluate the logs and pass any significant incidents via the chain of command to the Chief Deputy of Corrections for review.

The logs will be retained by the Office in accordance with established records retention schedules but in no case less than one year.

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